

Walesby Forest Est. 1938

Activity Area:	All Terrain Wheelchair(ATW)
Minimum Staffing Level	1 Operator per group
Staff/Pupil Ratio	1:1
Staff Qualifications	In-house Training
Maximum Number of Chair user	1
Role of Accompanying Adult:	Operator

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Cold and/or Wet conditions	Chair user Operator Observers	High 8	Operator to check that chair user has suitable clothing prior to getting in the ATW	Low 5
Slips, Trips and Falls	Chair user	High 8	Bangs and scrapes are minimised by disciplined instruction being always maintained. First aid kit should always be carried by operator.	Low 5
Body parts trapped in ATW	Chair user Operator	High 12	Operator to check prior to commencing operation that all guards are securely fitted and in place. Operator to brief chair user prior to commencing the activity that they are not to touch any of the moving parts. Operator to ensure that any long or loose hair is fastened back and tucked away prior to the chair user using the ATW. Ensure clothing is secured not hanging plus long hair to be tied back.	Medium 9
Equipment misuse	Chair user Operator	High 12	All equipment is to be securely locked away outside of loan periods Only the operator that has signed and read the SOP to use the ATW.	Medium 9
Collision	Chair user Operator	High 12	Operator to ensure chair user wear correctly fitted harness when in the ATW. Operator to ensure chair user is in the correct seating position prior to commencing the activity, and to monitor that the chair user is secure throughout the use. The chair user must be always seated and using the correct harness fitted.	Medium 9
Brake failure	Chair user Operator	High 12	ATW is to be checked on a weekly basis by a suitably experienced individual to ensure the brakes are working. Operator is to check the operation of the brakes at the beginning of each journey of the ATW. ATW must not be used if the brakes do not operate properly. If the ATW does not work correctly in any manner, these are to be reported immediately via the duty manager and may not be used until fixed by an experienced individual. Operator to ensure chair user wears the correctly fitted harness when in the ATW.	Medium 9
ATW rolling over	Chair user Operator	High 8	Operator to brief the group prior to commencing the activity on correct ATW operation and restraining and pulling via the sling's technique. Operator to perform a visual inspection of the route prior to commencing the activity and remove all possible ramps and other causes of ATW tipping over. Operator to ensure chair user wears the correctly fitted harness when in the ATW.	Low 5

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Safety harness equipment	Chair user	High 8	<p>Harnesses should be stored out of reach of children, vulnerable adults and individuals with special educational needs so that they are not damaged or left strewn about causing a tripping or choking hazard.</p> <p>When not in use and not mounted to the ATW they should be stored flat and not folded to prevent creasing or weakening of the materials and should be stored in a dry place but not left directly in the sun which can deteriorate or discolour some materials (Especially Neoprene)</p> <p>Neoprene, PVC and webbing, these materials can cause overheating and/or sweating on hot days or after prolonged use and so care should be taken to check the wearer regularly and temporarily removed if there are issues.</p>	Low 8
Muscle strain lifting chair user	Operator	High 8	<p>Operator must ensure helpers etc either use a hoist (own) or use correct lifting technique as per their own SOP.</p> <p>Transferring from the chair to the ATW must be done on flat ground and the area must be free of any obstacles.</p> <p>Children should not be used to help move the chair user under any circumstances.</p>	Low 8
Sling operator being run over	Sling operator	High 8	<p>Slings should be checked before the operator takes the ATW.</p> <p>The operator should ensure slings/ropes are clean when put away.</p> <p>Operator should make them clear on the direction of pull or restrain.</p> <p>Clear communication to all sling operators while pulling or restraining the ATW.</p> <p>Sling operators should not wrap the slings/rope around their hands nor body.</p> <p>Shoelaces should be fastened, and suitable footwear must be worn by each person.</p> <p>See figure 1a regards the correct technique in placement of ropes for moving the ATW</p>	Low 8

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1) Safety Checks of Wheelchairs,

Prior to moving a person in an ATW or allowing them to get in or out of an ATW, the following basic safety checks should be made:

1. Check that the brakes are in good working order
2. Check the wheels are free moving and secure and that tyres are suitably inflated
3. Check for splits in tyres
4. Check the stability of armrests, the backrest and the seat
5. Check footrests, ankle straps etc. where these are in place to ensure that they are in good working order and do not present an obstruction to the free movement of the wheelchair
6. Check that handles are secure, and handle grips are in place
7. Check the security and condition of any accessories such as safety belts
8. Check that the waist restraint straps are buckled safely when the chair is being transported or moved in any way to prevent them from falling, trailing on the floor and causing a tripping hazard

2) Additional points to note when using a wheelchair:

Employees and persons using an ATW should have a general awareness of others who may be in the area and who may be injured by an ATW.

When using an ATW outdoors:

1. Pay particular attention when moving up or down ramps, slopes, and kerb edges.
2. Be aware of external conditions i.e. ice, snow, rain and take appropriate action to ensure the continued safety of everyone concerned.
3. Plan routes carefully when going over uneven surfaces, steps, gravel, wet grass etc.
4. Use appropriate exits, i.e. disabled access if possible; remove obstacles from doorways and porches.
5. Do not carry bags and equipment on the back of wheelchairs as they may fall off and pose a tripping hazard; or impede anyone pushing the ATW.
6. Overload the ATW and cause it to topple over when unoccupied.

Remember

- Make full use of brakes, footrests and seat/lap belts,
- Never exceed your own individual capability,
- Always consider the needs and comfort of the wheelchair user,
- Familiarise yourself with risk assessments relevant to the task/activity you are undertaking,
- Pay particular attention when negotiating to access and egress routes,
- Do not allow additional items to be carried on the back of wheelchairs,
- Seek assistance if necessary.

3) Issues to consider when moving or assisting a person to move in the ATW

While every effort has been made to cover all points in the Walesby Forest risk assessment the Operator must carry out their own risk assessment and should be in place for moving or assisting a person to move in the ATW, this may be specific or generic depending upon the level and nature of the risk.

All operators must familiarise themselves with the contents of the risk assessment prior to carrying out the task. Operators must not undertake any activities which they consider to be beyond their own personal capabilities i.e. because of medical conditions, pregnancy, weight or nature of the service user, weight of equipment etc. They should report concerns to the Walesby Forest office.

Clothing and footwear should be appropriate for the task, shoes should be flat soled with good grip and clothing should not be loose, to reduce the risk of it becoming entangled in working parts of the ATW or too tight to restrict movement. Wherever possible, manufacturers' instructions should be readily available to anyone who may be required to undertake any activity involving use of the ATW.

In addition, the manufacturer may specify checks which are relevant to a particular model of ATW, and these should be carried out in addition to the points already noted above. If you have any difficulties in completing these checks report this to Walesby Forest office.

The ATW should not be positioned, stored or discarded in areas where they may pose a tripping hazard or impede access or egress in the event of an emergency.



1a

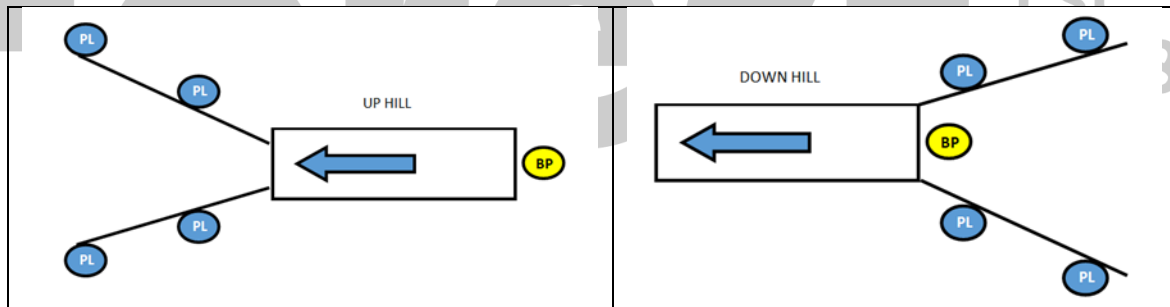
4) Usign slings/ropes.

If the chair is to be assisted by people pulling or restraining the wheelchair while it is moving around site the operator should take note of the following below and the RA.

- 1) Slings should be checked before the operator takes the wheelchair out of storage.
- 2) The operator should ensure slings/ropes are clean when put away.
- 3) Clear communication to all sling operators while pulling or restraining the ATW.
- 4) Sling operators should not wrap the slings/rope around their hands nor body.
- 5) Shoelaces should be fastened, and suitable footwear must be worn by each person.
- 6) If going down a slop more than 10% gradeant there must be no less than 4 restrainers on the slings/ropes to assist in the safe traverse down.

The table bellow shows where the sling operators should be for pulling up hill and if restraining the bike to go down hill. Fixing points on the wheelchair should be used at all times and karabiners should not be placed anywhere else on the wheelchair apart from where the yellow tape is marking the anchor points.

If the operator is unsure they should call the office for further advice on the operation of the wheelchair.



PL= Pullers
BP = Brake person

ATW loan agreement

The all-terrain wheelchair (ATW) can only be loaned from Walesby Forest on completion of a Loan Agreement. Upon acceptance of these Terms & Conditions a binding contract is formed between Walesby Forest & the school teacher, parent or leader (operator) for the duration of the loan.

The loan period commences the day or time the ATW and equipment is collected & continues until the ATW and equipment is returned to Walesby Forest. We reserve the right not to accept or to fulfil a Booking.

5) Responsibilities:

1. Each school teacher, parent or leader agrees that the chair user is physically & mentally capable of using the loan ATW. You should not operate the ATW if you are in ill health, have a disability likely to affect ability to operate the ATW.
2. While it is private property please follow the highway code. Be courteous to pedestrians & other road users.
3. The operator is fully responsible for their action whilst using the loan ATW. Walesby Forest does not accept responsibility for the actions of the participant or any member of their party, nor the consequences of such actions. You agree to indemnify Walesby Forest against any liabilities, costs, expenses, damages and losses arising out of or in connection with the death or injury to any person or any damage to property resulting from your loan or use of the equipment.
4. Each operator is responsible for providing their own insurance protection while using a loan ATW. Any accident or injury caused by the operator's actions will be the full responsibility of said operator. Each operator will be fully responsible for any fees or costs incurred from an accident either involving or caused by the operator.
5. The operator should not participate in the control of this activity if under the influence of alcohol, drugs or strong medications which may impair your ability to operate the ATW.
6. First time or novice operators should read the risk assessment attached before using the ATW. Children under the age of 18 must always be supervised while operating the ATW.
7. Walesby Forest staff are usually available by phone or email to help with any problems during the loan period; however, it is the school teacher, parent or leader responsibility to keep a check on the ATW they have borrowed. Walesby Forest will always do its best to have staff available during the loan period, but this cannot be guaranteed.

6) Rider Responsibility for Damage, Loss and Theft:

1. The ATW is loaned out clean and in proper working condition and must be returned in the same manner. We ask school teachers, parent or leader customers to treat the ATW responsibly and with respect.
2. Walesby Forest will provide equipment which has been maintained in a roadworthy condition; however, it is the responsibility of the operator to check the ATW before setting out on any ride. If you feel at any point prior to setting off that this obligation has not been met, please raise your concerns with the staff and we will seek to resolve this & provide alternative equipment. If during your loan period, the ATW suffers a catastrophic failure that does not pertain to fair wear and tear, please cease moving immediately and contact Walesby Forest for further instruction.
3. The operator agrees to return the ATW by the agreed upon time. Late return of the ATW may result in additional late fees. Please always notify Walesby Forest asap if you are unable to return the ATW at the agreed upon time or wish to extend the loan period.
4. The operator agrees to return the ATW in an undamaged condition to avoid any additional charges for repair, maintenance or replacement. Undamaged condition means normal wear and tear is accepted but does not include broken spokes, rims, bent rims, damaged frames, handlebars, seats or other parts from misuse and/or crashes. Damaged parts or components will be repaired/replaced at Walesby Forest's discretion and the operator agrees to pay regular repair rates/prices for components replaced. Failure to return the ATW will result in Walesby Forest recovering the full retail value of the ATW from the operator.
5. The operator accepts complete responsibility during the period of loan for the safe custody of the ATW and for any loss, theft or damage (howsoever caused). You are responsible for the security of the ATW and must lock it to a fixed object whenever unattended and keep the ATW always safeguarded. Any loss, theft, damage or accident should be notified to Walesby Forest immediately. In case of theft, the operator will be responsible for reimbursing Walesby Forest for the original price of the bikes, plus the cost of any accessories that were provided at the time of the ATW rental.
6. Walesby Forest reserves the right at any point to retake possession of the ATW if necessary.
7. The operator accepts that Walesby Forest cannot be held liable for any loss, damage or injury howsoever caused.
8. Full details of any Special Requirements should be advised to Walesby Forest before confirmation of loan.

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9. Personal insurance cover is not included as part of the loan agreement; we strongly recommend that you the operator take out personal insurance prior to the hire period.

- I have read & accepted the full Terms & Conditions of the ATW loan.
- I have inspected the ATW prior to signing this agreement and have checked that it is in a satisfactory and safe condition and fit for purpose.
- I fully we accept full responsibility for any incident that may occur while we are out with the ATW, thereby removing such responsibility from Walesby Forest against injury to yourself, my party or any third party.

Loaner name		Walesby Forest witness	
Sign		Sign	
Date		Date	

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